

# JOB AND CLASS DESCRIPTION

## VALLEY REGIONAL FIRE AUTHORITY



JOB TITLE		AFFECTED DEPARTMENT(S)	
Accounting Assistant		Administration	
LAST REVISED	PAGE	PAY GRADE	AFFILIATION
10/28/25	1 of 4	N-01	Non-Affiliated

### NATURE OF WORK

Under the direction of the Accounting Supervisor, this position performs a wide variety of financial, administrative and customer service duties. Plans, organizes, coordinates and completes projects and tasks as assigned to provide support.

This is a non-represented, non-exempt, full-time position with responsibility for financial and administrative support to the Valley Regional Fire Authority. The Accounting Assistant assists in the success of the organization by providing support and assistance to meet VRFA goals and objectives.

### ESSENTIAL FUNCTIONS

- Processes accounts payable and receivable: Enters invoices, verify invoices for payment, verify payment details, and ensures timely payments.
- Reconciles purchasing card monthly statements.
- Processes expense reimbursements: Review employee travel expense claims and reimbursements for accuracy and policy compliance.
- Communicates with vendors via phone and email regarding invoice discrepancies and to ensure accurate vendor information.
- Enters daily deposits.
- Processes medical billing: Reviews transport records and verifies all information is accounted for before sending to third party billing.
- Maintains budget accounts; keeps fund balance and detailed accounting of expenditures; orders supplies and equipment.

- Maintains payroll data entry; maintains and reviews for completeness time reporting records received from employees.
- Provides customer service at VRFA headquarters by assisting the public at the front counter and over the telephone, answering inquiries or referring them to the appropriate staff member.
- Provides support including administrative, clerical, and technical duties.
- Maintains files and records as required.
- Coordinates projects and assignments covering a wide variety of subjects, requiring knowledge of applicable policies and procedures.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to maintain effective working relationships and provide exceptional customer service to internal and external customers including vendors and the general public.
- Maintains knowledge of VRFA policies, procedures, and management policy.
- Knowledge or ability to gain knowledge of municipal accounting procedures and the Budgeting, Accounting and Reporting System (BARS).
- Ability to maintain confidentiality of sensitive information and records in an environment with changing priorities.
- Ability to exercise sound and ethical judgement in decision making process.
- Ability to maintain professional composure, tact, patience, and courtesy at all times.
- Self-starter, able to work independently.
- Ability to multi-task, complete tasks on time to meet deadlines and produce quality and detail-oriented work.
- Works effectively under pressure and with frequent interruptions.
- Articulate communicates verbally and in writing.
- Ability to prioritize tasks and complete work and projects in a thorough and timely manner.
- Strong interpersonal skills and experience working with and serving the public.
- Position requires a high level of organization, strong attention to detail, excellent computer skills, and proficiency with Microsoft Excel and Word.
- Ability to operate computers, databases and related software to produce worksheets and reports.
- Understands and follows directions from supervisor, posted work rules, policies, and procedures.
- Regular, reliable and punctual attendance.

- Occasionally may be required to work overtime-eligible evening and weekend hours.
- Due to internal and external customer service needs, incumbent must be able to work a full time schedule, on-site.
- Shows initiative in performing job functions.
- Performs related work as assigned.

## **WORKING CONDITIONS**

Works indoors in a clean, climate-controlled workspace. Required to sit, talk, and listen; frequently required to use hands-to-finger, feel or handle writing utensils, computers and office supplies which require repetitive arm, wrist and hand movement. Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Specific vision abilities include close, distant, color, and peripheral vision, depth perception and to adjust focus. The employee is occasionally required to lift or move up to 25 pounds.

Position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Employee is required to maintain confidentiality of information within the department. The employee may be required to deal with irate, disgruntled individuals requiring the use of conflict management skills. Employee is frequently required to perform work with numerous interruptions, in confidence, and under pressure for deadlines, and is required to maintain professional composure and tact, patience and courtesy at all times.

## **REPORTING RELATIONSHIPS**

Under general supervision of the Accounting Supervisor, accomplishes functions of the position within the framework of established by VRFA policies and procedures. Matters/questions of policy and/or policy interpretation are generally referred to the supervisor.

## **REQUIRED EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent, AND two (2) years of successful work-related experience with an emphasis on accounts payable; OR a combination of education, experience, and training that would indicate the level of skills, knowledge, and abilities required to successfully perform all of the essential functions of the position.

- An Associate's degree in Business or a related field is preferred.
- Experience with Microsoft Office Suite preferred.
- Experience with Tyler Technologies ERP Pro 10 is desired.
- BARS or finance related experience in a local government is desired.

## **REQUIRED LICENSES**

Possess and retain a valid state driver's license without impending loss at time of appointment.

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**ADDITIONAL**

Successfully pass the required background check.

**ACKNOWLEDGEMENTS**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Candidates will need to successfully pass the required background check.*